

Appendix C – Personnel Requirements

SLC	Job Description Guidelines
Accountant I	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Typically requires a bachelor's degree in area of specialty.
Accountant II	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. Typically requires a bachelor's degree in area of specialty and two years of experience in the field or in a related area.
Accountant III	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Requires a bachelor's degree in area of specialty and four years of experience in the field or in a related area.
Accountant IV	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Requires a bachelor's degree in area of specialty and six years of experience in the field or in a related area.

Administrative Support I (CBA ¹ : Data Management Clerk)	Typically responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of additional office-work tasks. Works under general supervision. Typically reports to a more senior administrative specialist, professional, supervisor or manager. Typically requires a high school diploma or its equivalent.
Administrative Support II (CBA: Data Management Clerk)	Typically responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a highly skilled and timely manner. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of additional office-work and support tasks. Typically reports to a more senior Administrative Specialist, supervisor or a manager. May direct the efforts of others. Typically requires a high school diploma or its equivalent and two years of experience.
Administrative Support III (CBA: Data Management Coordinator)	Typically responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a highly skilled and timely manner. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a wide variety of additional management support functions and other duties as assigned. May serve as facility manager/coordinator. May direct, guide, and coordinate the activities of a team of administrative personnel. Performs project coordination duties including calendar control, customer and expense reports. Typically reports to a supervisor, manager or program manager. Typically requires a high school diploma or its equivalent and five years of experience.
Aircraft Mechanic I (CBA: NDI Tech, Avionics Tech, Aircraft Mechanic, Egress Tech, Personal Equipment Tech, GSE Mechanic, Electronic Tech)	Performs maintenance on aircraft, including avionics, mechanical systems, and/or ground support equipment (AGE). May require a Federal Aviation Administration (FAA) Airplane and/or Powerplant certification. Typically has a minimum of one year of aircraft maintenance experience with fixed wing commercial, Government or DOD aircraft.
Aircraft Mechanic II (CBA: NDI Tech, Avionics Tech, Aircraft Mechanic, Egress Tech, Personal Equipment Tech, GSE Mechanic, Electronic Tech)	Performs maintenance on aircraft, including avionic and mechanical aircraft systems/sub-systems. This includes repairing, inspecting and maintaining structural, mechanical and electrical elements of the aircraft. Knowledgeable in the use of, and be able to train others in the use of a wide variety of diagnostics devices, computers, hand and mechanical tools. Provides oversight and should have the ability to direct and train others in the completion of aircraft related maintenance tasks. May require a Federal Aviation Administration (FAA) Airplane and/or Powerplant certification or special skills and/or certifications (NDI, Welding, Egress, Machining, etc.). Shall have at least five years of aircraft maintenance experience with fixed wing commercial, Government or DOD aircraft.

¹ Collective Bargaining Agreement (CBA)

<p>Aircraft Mechanic III <i>(CBA: NDI Tech, Avionics Tech, Aircraft Mechanic, Egress Tech, Personal Equipment Tech, GSE Mechanic, Electronic Tech)</i></p>	<p>Performs maintenance on aircraft, including avionic and mechanical aircraft systems/sub-systems. This includes repairing, inspecting and maintaining structural, mechanical and electrical elements of the aircraft. Shall be knowledgeable in the use of, and be able to train others in the use of a wide variety of diagnostics devices, computers, hand and mechanical tools. Provides oversight and may direct and train others in the completion of aircraft related maintenance tasks. May require a Federal Aviation Administration (FAA) Airplane and/or Powerplant certification or special skills and/or certifications (NDI, Welding, Egress, Machining, etc.). Shall have greater than ten years of aircraft maintenance experience with fixed wing commercial, Government or DOD aircraft.</p>
<p>Contract Manager</p>	<p>Supervises the activity of entry to mid-level contract professionals. Drafts or reviews complex solicitations. Prepares specialized and/or non-routine response for proposals, bids, and contract modifications. Focal point for all communication with law, finance and business team disciplines for resolution of contract issues and disputes. Trains and develops subordinate contract professionals. Provides authoritative guidance to internal business teams and contract subordinates. Excellent knowledge of contracting concepts, public contract acquisition law, corporate policies and procedures and the ability to identify required improvements to established policies. Excellent analytical and communication skills. Good presentation, leadership and management skills. Use of independent judgment and creativity applied to resolution of contract issues. Excellent internal and external negotiation skills. Ability to succeed in upper level management environment. Typically requires bachelor's degree plus 8+ years business or related experience.</p>
<p>Data Analyst</p>	<p>Provides management with data, in graphic and narrative form, necessary to make qualitative decisions about aircraft, equipment, material condition, readiness, utilization, maintenance workload or failure trends. Periodically reviews Government provided database workload data (active and historical), and a wide-variety of maintenance reports to identify trends. Advises management and other personnel on the quality and reliability of aircraft, aircraft systems/sub-systems or support equipment and recommends corrective and preventative actions to assist in decisions for continuous improvement. Shall have at least three years of commercial, Government or DOD experience using and extracting data from an automated maintenance information system.</p>
<p>Designer</p>	<p>Design or create engineering drawings using CAD systems with reference to engineering specifications.</p>
<p>Documentation Specialist</p>	<p>Types technical material with reference to rough drafts and corrected copy. Performs advanced editing. Proficient with Microsoft Word, Excel, PowerPoint, and Adobe Acrobat.</p>

Duty Officer	Manages overall aircraft schedule to optimize use of aircraft and aircrew. Tracks status of all off-station aircraft and is prepared to brief AOD management when required. Supports deployed aircrews as required. Works with aircrews and AOD Maintenance to handle aircraft problems away from Ellington. Monitors the weather, NOTAMs, and pilot information file (PIF) changes and keeps aircrews briefed on significant impacts to operations. Supports local aircraft during emergencies or other aircraft anomalies as required. Maintains working knowledge of JWI 1040.27, Emergency Preparedness Plan Appendix 5, JSC Aircraft Mishap Plan and is prepared to respond in the event of an aircraft mishap. Ensures all relevant managers and AOD Safety are informed of significant incidents. Maintains a working knowledge of AOD 33945, Hurricane Preparedness and Aircraft Evacuation Plan and is prepared to implement evacuation procedures when required. Presents a professional image to visitors when representing AOD. Oversees and facilitates flight management personnel conduct of their duties. Supports community outreach by supporting tour groups that visit AOD.
Engineer I	Typically responsible for design, development, test, implementation, and analysis of technical products and systems. May develop a range of products. Familiar with commonly-used concepts, practices, and procedures within a particular field. Typically reports to a more senior engineer, supervisor or a manager. Typically requires a bachelor's degree in engineering and at least two years of experience in the field or in a related area.
Engineer II	Typically responsible for design, development, test, implementation, and analysis of technical products and systems. May develop a range of products. Familiar with commonly used concepts, practices, and procedures within a particular field. Typically reports to a more senior Engineer, supervisor or a manager. May direct the efforts of others. Typically requires a bachelor's degree in engineering and at least five years of experience in the field or in a related area.
Engineer III	Typically responsible for design, development, test, implementation, and analysis. Recognized as technical leader and resource. Proficient with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Responsible for the solution of complex total system problems. May direct, guide, and coordinate the activities of a team of technical personnel performing complex engineering activities. Typically reports to a manager or program manager. Typically requires a bachelor's degree in engineering and at least 10 years of related experience. License and certification may be required.
Engineering Team Lead	Demonstrated experience leading a diversified team of engineers in an aerospace engineering environment. Demonstrated experience leading the design, development, testing, troubleshooting, and fabrication of aircraft components and systems. Proven ability to manage and implement computer aided design processes (AutoCAD and Pro/Engineer preferred). Strong interpersonal and team building skills with a proven ability to attract, hire, and motivate a strong engineering team. Excellent written and verbal communication skills. Proven track record of completing projects on schedule, within budget, with satisfied customers. Requires BS/MS degree in Engineering from an accredited institution with more than 10 years of aerospace industry experience in a key leadership role.

Executive Manager	<p>Manages and serves as the point of contact for all functions of the contract. Individual shall have experience leading a diversified team in an aerospace environment, possess strong interpersonal and team building skills, with a proven ability to attract, hire and motivate a strong management team. Excellent written and verbal communications skills required. Individual shall possess a bachelor's degree and ten years of experience in a management position in the aviation field.</p>
Flight Engineer	<p>Performs aircraft preflight, through-flight, and post-flight duties ensuring the aircraft is properly serviced and maintained to safely and effectively execute the mission. Maintains required currencies in all assigned aircraft. Thoroughly trained in aircraft maintenance, aircraft servicing, weight and balance, cold weather procedures, and passenger care. Analyzes in-flight anomalies and recommends corrective actions. Records data for briefing ground personnel in troubleshooting anomalies. Serves as a crew member for flight operations, especially during pre-flight, takeoff, climb, descent, landing, and post-landing. Assists in reading checklists and watching for aircraft traffic. Highly knowledgeable about aircraft limits and emergency procedures. Performs in-flight duties involving passenger safety aboard assigned aircraft to include safety briefings, proper stowage of passenger/crew luggage, and in-flight passenger service. Skilled in passenger emergency operations to include emergency egress procedures and medical emergencies. Knowledgeable about international flight requirements and customs procedures.</p>
Ground and Simulator Instructor	<p>Responsible for the accomplishment of ground-based training of pilots. Instructs and measures training progress of pilot students who train in the established aircrew training curriculum. Conducts briefings and debriefings and counsels with pilots to develop and maintain a high level of proficiency. Provides inputs for courseware corrections and modifications and to update training policies and procedures. Assists in projects and development work as assigned.</p> <p>Conducts simulator and other ground training of pilot crew members in aircraft operating procedures, including diagnosis and remediation of student problems. Performs administrative duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs. Serves as aircraft type Pilot Subject Matter Expert for students and other personnel as required. Maintains a high level of subject knowledge, capability and expertise.</p>
Loadmaster	<p>Flight operations duty position. Maintain proficiency, currency, and annual requirements required by NASA. Must have attended a service related school in the methods of loading and the weight and balance of cargo aircraft and have five years of experience.</p>
Logistics Manager	<p>Plans, directs, and coordinates the purchasing, warehousing, distribution, forecasting, of aircraft parts and equipment and related services. Analyzes and coordinates the logistical functions of this contract. Responsibilities address the life cycle of products, including acquisition, distribution, internal allocation, delivery, and final disposal. Manages logistics personnel and logistics systems and directs daily operations. Monitor organizational compliance with all Federal, State and local regulations. Manages Government equipment and inventory assigned to the contract. Requires excellent written and verbal communication skills. Proven track record of completing projects on schedule, within budget, with satisfied customers. Requires 10+ years of aerospace industry experience and at least four years on a leadership role.</p>

Maintenance Controller	Proactively plans, schedules, and supports the Government in establishing workload priorities for the three-tier maintenance program to ensure aircraft and equipment are maintained in the highest state of material condition. Shall be able to multi-task with proven skills in short and long-term forecasting. Must be able to effectively communicate with a wide-variety of cross-disciplines to provide up-to-date technical information as it applies to the aircraft fleet and over 3,000 line items of assets. Shall have at least three years of experience in managing aviation commercial, Government or DOD maintenance activities.
Maintenance Helper (CBA: Maintenance Helper)	Assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, and aircraft parts. Maintains hangar workspaces, services equipment and other duties as assigned.
Management Analyst	Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager. May require a bachelor's degree in area of specialty and at least six years of experience in the field or in a related area.
Mission Manager	Responsible for the safety of personnel and aircraft as well as planning and implementation of all aspects relating to the deployment of the WB-57 aircraft in order to ensure mission success to include pre-mission planning, site surveys, deployment staffing, and cost estimates. Oversees the administrative functions required for deployments to include scheduling, travel, billeting, pay, and badging. During deployment, provides oversight and management of all elements in order to ensure mission success is achieved in a safe, secure, reliable, and efficient manner. Maintains good communications with deployed team members. Understands and utilizes proper chains of command in communicating with government, contractor and customer personnel. Maintains good communication with AOD management. Understands the limits of authority and works with AOD management when issues arise outside of that authority. Maintains good communications and a working relationship with customers. Understands the customer's needs and works to meet those needs within the constraints of the program. Serves as the liaison with foreign governments, military units, civilian government agencies, universities, other NASA centers, industry and foreign research institutes for deployment coordination. Responsible for post-mission summaries and lessons learned.
Occupational Safety and Health Team Lead	Supports the Government in leading all Safety and Health functions of the contract. Requires strong interpersonal skills. Must be proactive in promoting all elements of aviation and industrial safety. Demonstrates excellent written and verbal communication skills. Shall have a minimum of three years of experience in leading aviation safety in commercial, Government, or DOD activities, be trained in Occupational Safety and Health and possess an Aviation Safety Certificate from an accredited school/university.
Occupational Safety and Health Specialist	Supports the Government in all Occupational Safety and Health functions of the contract. Must be proactive in promoting all elements of aviation and industrial safety. Demonstrates excellent written and verbal communication skills. Be trained in Occupational Safety and Health.

Pilot	Pilots high-performance aircraft. Must have a minimum of 1500 hours of flight time in high-performance aircraft (aerobatic, capable of at least 6 g's, formation qualified). Maintains highest level of skill, proficiency and knowledge to support NASA aviation requirements. Maintains all required currencies in each assigned aircraft. Ensures each flight is completed efficiently, safely and productively. Complies with all NASA and AOD aircraft procedural requirements. Effectively utilizes Crew Resource Management procedures in multi-crew aircraft operations. Performs instructor duty as assigned; information is accurate and effectively presented. Complies with safety and occupational health standards, rules, regulations and policies. Identifies hazards & reports unsafe acts and procedures. Supports investigation and resolution of anomalies and mishaps as assigned. Participates in safety inspections and training.
Production Controller	Responsible to Maintenance Control for coordinating, forecasting and providing quality and timely material support of components through the "I" and "D" level of maintenance. Must be able to communicate effectively with Maintenance Control and Logistics. Ensures material needs are known to support both short and long-term requirements for the aircraft fleet with over 3,000 line items of assets. Assigns logistics/backshop priorities to ensure no mission impacts. Responsible for monitoring component repair capabilities and making repair/no-repair recommendations to the Government. Must be able to multi-task and communicate with various cross-disciplines within AOD. Shall have at least three years of experience in managing aviation commercial, Government or DOD maintenance activities.
Production Control Clerk (CBA: Production Control Clerk)	Develops Microsoft Project maintenance schedules and plans to track scheduled maintenance and configuration/modifications supporting maintenance and/or Engineering Projects. Must possess excellent written and verbal communication skills. Familiar with Microsoft Project, Excel, or other scheduling tools. Proven record of completing projects on schedule. Shall be able to effectively communicate with a wide-variety of work disciplines to provide up-to-date schedule information on queries associated with aircraft/equipment/project statuses. Shall have at least four years of experience.
Production Manager	Responsible to attend the daily maintenance meetings and other maintenance planning meetings to obtain workload priorities to disseminate to a cross-discipline of personnel at all three-levels of maintenance. Shall have experience in effectively managing a diversified workforce with competing priorities as assigned by the Government. Relies on extensive experience and judgment to plan and accomplish goals. Ensures employees follow all established safety, technical procedures necessary for successful contract performance. Must have project management skills, technical skills, interpersonal skills, problem-solving skills, communication skills and team building skills. Shall have at least five years of experience in managing aviation commercial, Government or DOD maintenance production activities.
Project Manager I	Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Typically requires a bachelor's degree and two years of experience in the field or in a related area.

Project Manager II	Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Typically requires a bachelor's degree and four years of experience in the field or in a related area.
Project Manager III	Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Must have demonstrated experience managing projects. Strong interpersonal and team building skills. Excellent written and verbal communication skills. Proven track record of completing projects on schedule, within budget, with satisfied customers. Typically reports to a manager or head of a unit/department. Typically requires a bachelor's degree and seven years of experience in the field or in a related area.
Project Pilot	Manages aircraft schedule to include assigning aircrews to missions and overseeing aircrew currencies and flight times. Communicates effectively with other project pilots and AOD managers to effectively utilize aircrews and aircraft and to maximize mission accomplishment. Manages training for assigned aircrew to include initial, upgrade, and recurrency training. Recommends aircrew for upgrade. Maintains aircraft-specific syllabi. Annually conducts aircraft-specific CRM training. Maintains aircraft flight manuals/checklists, aircraft-specific standard operating procedures, and annual proficiency exam. Conducts quarterly continuation training. Supports Standardization Board for issues affecting assigned aircraft. Recommends upgrades and submits task requests to Engineering. Monitors and provides aircrew input for all aircraft upgrades. Supports Configuration Control Panel, Test Readiness Review, and Flight Readiness Review meetings for modifications to assigned aircraft. Plans aircraft deployments and coordinates travel requirements for all travelers. Ensures deploying aircrews have requisite training and documentation. Prepares and presents operational readiness review. Manages budget as required.
Purchasing Agent I	Responsible for purchasing and negotiating aircraft parts, materials, equipment, tools, services and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. Has knowledge of commonly- used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires at least one year of experience in aerospace procurement or a related area.

Purchasing Agent II	Responsible for negotiating and executing the purchase of aircraft parts, materials, equipment, tools, services and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. Familiar with standard concepts, practices, and procedures associated with Government procurement. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. Requires at least five years of experience in aerospace procurement or a related area.
Purchasing Agent III	Responsible for negotiating and executing the purchase of aircraft and aerospace parts, materials, equipment, tools, services and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. Familiar with a variety of the concepts, practices, and procedures of Government procurement. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to a supervisor or a manager. Requires at least seven years of experience in aerospace procurement or in a related area.
Purchasing Agent IV	Responsible for negotiating and executing the purchase of aircraft and aerospace parts, materials, equipment, tools, services, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. Familiar with the concepts, practices, and procedures of Government procurement. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Requires at least ten years of experience in aerospace procurement.
Quality Control Inspector	Reports to Quality Control Team Lead. Shall possess technical experience on avionics and/or mechanical aircraft systems/sub-systems. Possess familiarity with the tools, concepts and methodologies of quality related inspections, to include aircraft, avionics and electrical systems, aircrew life support systems (egress and aviators life support equipment) or NDI techniques. Have knowledge of AS-9110 and be able to conduct audits, surveillance and monitoring to assess compliance with approved technical data, processes and procedures. Have experience in root cause analysis and corrective/preventative actions and be able to develop and initiate corrective action plans. May require a Federal Aviation Administration (FAA) Airplane and/or Powerplant certification. May require a FAA Inspection Authorization (IA). Shall have at least 3 years of aircraft quality control inspector experience with fixed wing commercial, Government or DOD aircraft.
Quality Control Team Lead	Reports to NASA Chief, Aircraft Quality Branch. Supports the Government with all quality functions of the ALICE contract. Must have demonstrated experience in leading a diverse team of quality inspectors that conduct a wide-variety of production inspections, audits, monitoring, and surveillance associated with aircraft, avionics and electrical systems, aircrew life support system or NDI techniques. Must have strong interpersonal and team building skills, combined with excellent written and verbal communication skills. Have knowledge of AS-9110 and be able to assess compliance with approved technical data, processes and procedures. May require a Federal Aviation Administration (FAA) Airplane and/or Powerplant certification. May require a FAA Inspection Authorization (IA). Shall have at least 4 years of aircraft quality control inspector experience with fixed wing commercial, Government or DOD aircraft. Shall have at least 5 years of demonstrated Quality Control management and/or Team Lead experience.

Scheduler, Operations Duty Office	Coordinates daily aircraft schedules and forecasts weekly and long range resource scheduling for all JSC aircraft flight activities with flight crew and Maintenance Control. Develops and provides a weekly schedule to relevant division personnel. Coordinates training missions with astronauts, training personnel, and Flight Operations office. Ensures aircraft flight times and discrepancies are accurately tracked and documented. Oversees flight records management to ensure accurate and timely record keeping for JSC aircraft and aircrews. Verifies only qualified aircrews fly NASA aircraft by tracking and documenting aircrew training records, requirements/currencies, and required medical exams. Ensures aircrew flight folder documentation (flight and training records) are kept in accordance with requirements specified in NPR 7900 and AOD 09295 Vols. 1-5. Manages the AOD Form 740A process to ensure all required approvals are received for flights requiring special permission.
Senior Scheduler and Planner	Develops Microsoft Project maintenance schedules and plans to track scheduled maintenance and configuration/modifications supporting maintenance and/or Engineering Projects. Must possess excellent written and verbal communication skills. Familiar with Microsoft Project, Excel, or other scheduling tools. Proven record of completing projects on schedule. Shall be able to effectively communicate with a wide-variety of work disciplines to provide up-to-date schedule information on queries associated with aircraft/equipment/project statuses. Shall have at least seven years of experience.
Sensor Equipment Operator	Operates payload/mission equipment, aircraft systems, and electro-optical sensor systems. Gathers, records, displays, and distributes mission information where applicable. Performs and assists in mission planning, preflight, in-flight, and post flight duties as required. Performs appropriate in-flight manual checklist as required. Accomplishes pre-mission and post-mission records and reports. Monitors radio and messaging communications. Serve as CAPCOM as required, interface with customers to understand and develop the flight test objectives and flight test cards, and develop and maintain SEO checklists to support payload operations. Maintain proficiency, currency, and annual requirements required by NASA. May serve as part of aircrew. Preferred experiences include an aviation background (e.g., pilot, flight engineer, remote piloted vehicle sensor operator) and a two or four year degree in a related area. Shall be able to obtain a SECRET level clearance. Requires at least one year of experience.
Shipping and Receiving Crew Lead	Prepare items for shipment. Verify and maintain records on incoming and outgoing shipments. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products. Expedite and route movement of incoming and outgoing cargo and freight shipments. Prepare and examine bills of lading (including Government bills of lading) to determine shipping charges and tariffs. Knowledge of relevant regulations, policies, procedures, strategies and equipment associated with the movement of freight, including hazardous and explosive cargo. Requires at least ten years of experience in the field or in a related area.
Shipping and Receiving Specialist	Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging the transportation of products.

Team Lead, First Line Supervisor, Maintenance	Reports to Production Manager. Provides day-to-day direction, instruction, supervision, and guidance to a diverse team to accomplish tasks with competing schedules to meet critical mission requirements. Must recognize and capitalize on the team's strengths and weaknesses. Develops strategies to reach team and organization goals and consensus while developing strong team morale by encouraging employees, helping them to develop professionally and achieve individual goals and objectives. Assist team members in troubleshooting techniques and promote process improvement. Must have excellent communication and coaching skills. Requires at least five years of experience in aviation related technical areas and demonstrated leadership skills.
Technical Library Support Technician	Maintains a master technical library comprised of aircraft manufacturers, Federal Aviation, Department of Defense, and other related technical documentation that will be supplemented by unique Government change processes and procedures to support a wide- variety of aircraft and ancillary equipment. Audits remote locations or dispersed technical libraries for accuracy and provides training to remote library custodians. Shall have at least three years of related experience.
Test Director	Supervises experimenters and communicates with the flight crew during test missions to ensure a safe and effective test environment. Conducts pre-mission briefings to inform the aircraft flight crew, investigators, and support personnel of mission objectives, requirements, and constraints. Conducts a post-mission debriefing relaying the success of the investigations, remedial actions to be taken, and other pertinent information. Oversees integration of experiments into the aircraft to include experiment layout consistent with aircraft weight and balance requirements as well as providing adequate room for safe and efficient test conduct. Orchestrates the flow of each test mission by serving as the intermediary between the experimenters and the flight crew. Maintains cognizance of all test activities and is available in real-time to assist in the solution of operational and data problem areas and test requirements for aircraft flight impacts.
Training Specialist	Designs and conducts training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected. Requires a bachelor's degree in a related area and at least four years of experience in the field or in a related area.
Warehouse Crew Lead (CBA: Supply Technician, Supply Expeditor)	Leads and directs the receiving, storing, packing, and shipping of merchandise or materials. Maintains stock records and schedules. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Typically reports to a manager. Requires a high school diploma or its equivalent with at least five years of experience in the field or in a related area.

Warehouse Manager, Transportation, Storage, and Distribution	Plans, directs, and coordinates transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Manages all warehouse activities ensuring the receipt, coordination, and safety of goods coming through a warehouse. Also ensures that orders arrive and are dispatched on time to the appropriate destinations and in the expected quantities. Familiar with concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department. Requires a high school diploma or its equivalent and at least ten years of experience in the field or in a related area.
Warehouse Specialist (CBA: Supply Clerk, Supply Technician, Supply Expeditor)	Performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves: verifying materials against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. Operates hand or power trucks. Typically reports to a supervisor. Requires a high school diploma or its equivalent with at least two years of experience in the field or in a related area.